

(29Jun98)

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING  
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ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Information Assurance (IA) Training and Certification

Recent attacks against the Department's information infrastructure have heightened awareness of the importance of training as a critical component of protecting the Department's information resources against modern day cyber attacks. Because of the shared risk environment created by highly connected and interdependent Department of Defense (DoD) information systems, it is imperative that all individuals using, administering, and maintaining these systems understand the threats to the Department's systems and the policies, procedures, and equipment designed to mitigate these threats. Although training for all employees using DoD computer systems is already mandated by statute and Department regulation (see attachment 1), many individuals using these systems or performing the duties of system administrators and maintainers lack a sufficient level of training to ensure the adequate protection of DoD's information resources.

Since adequate levels of IA directly relate to operational readiness and mission success, the Senior Civilian Official (SCO) of the Office of the Assistant Secretary of Defense for Command, Control, Communications and Intelligence (OASD(C3I)) has asked the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) to address DoD's overall IA training and professionalization needs. The OUSD(P&R) will work with the DoD Components to identify a common set of IA training and certification requirements for military and civilian occupational specialties. This process will guide efforts by DoD Components to collaborate in the development of a coherent set of formal IA training and certification plans and programs to meet their operational needs.

In the meantime, heads of the DoD Components must ensure full compliance with training responsibilities for military and civilian personnel. Heads of the DoD Components shall demonstrate full compliance through the development and implementation of certification plans and procedures for all DoD military personnel and civilian employees who use DoD computer systems or perform the duties of system administrators and maintainers.

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The Director (Administration and Management) (DA&M) shall develop and implement certification plans and procedures for the Office of the Secretary of Defense (OSD) Components. The goal of these plans should be to certify all DoD military and civilian employees who use DoD computer systems or perform the duties of system administrators and maintainers of classified networks by January 1999 and all other networks by December 2000. The plans shall be submitted within 45 days of the date of this memorandum to the OASD(C3I), Attention: Director, Information Assurance. The DoD Components shall use the attached "Certification of Users, System Administrators, and Maintainers" (attachment 2) as interim DoD guidance. Certification plans must be accompanied by a "Certification Assessment" that follows the format outlined in the attached DoD guidance.

The DoD Components and DA&M, on behalf of OSD, shall report progress against their plans to the Director, IA on a quarterly basis. The first of these quarterly reports shall be provided by September 30, 1998, and the second by December 31, 1998. All subsequent reports shall be submitted by the last day of the quarter. The Joint Staff (J6) and Director, IA shall provide a progress report to the DoD Chief Information Officer no later than January 21, 1999.

Interim guidance regarding the certification of DoD contractors shall be provided separately.

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Attachments